SPECIAL NOTICE - ITEM CARDS

Depository libraries were recently sent a set of item cards which reflect
items listed in the "Printout Instructions for Depository Libraries Selec-
tions" dated November, 1982 (on page 5, "Item Breakdown"). These sets of
item cards were not sent as a survey, do not bear a survey number, and
need not be returned to GPO. However, we do ask that librarians match
these item cards against the latest item selection printouts to verify
their current selections. By doing this, librarians will be able to
identify item numbers for which they are not listed, and which they may
wish to select during the next amendment cycle. Also, librarians should
check recent shipping lists as well as issues of Administrative Notes for
announcements of class number changes or deletions effecting these new items.

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"BASIC MANUAL" PUBLICATIONS

"Basic Manual" publications can pose special problems because they can be
updated and revised on a sporadic and unpredictable basis. Typically, a
"Basic Manual" is published, then subsequently updated with irregular
supplements or transmittal sheets. Eventually, the "Basic Manual" will be
updated at the discretion of the issuing agency.

A depository library desiring to initiate a "Basic Manual" subscription
between revisions will not be able to obtain the "Basic Manual" on deposi-
tory distribution, since the Library Programs Service does not retain
back stock. However, the depository library can enter a paid subscription
through the GPO Documents Sales Service to receive a current "Basic Manual"
and update for one year.

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GRIST

The publication Grist, item number 464-T-2, classified I 29.72: - is a
cooperative publication which must of necessity be sold in order to be
self-sustaining. Hence, this publication will no longer be a depository
item.

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RECEIPT OF DOCUMENTS AS A NEW DEPOSITORY LIBRARY

After a library is officially designated as a U.S. Government Depository, shipments can begin only after completion of certain steps to establish the new library in the depository distribution system. First, mailing labels must be produced so that the library can start receiving copies of shipping lists and material that goes to all libraries. Mailing labels are presently generated by the Depository Distribution Information System (DDIS) in just a few days; so there is no significant delay at this point. The real delay, which can occur, is attributable to the item selection update cycle, which is currently semiannual. Because the establishment of a new depository library is linked to the selection update cycle, document shipments to the new depository cannot commence until the end of that cycle —a period as long as six months. To mitigate this delay, new depositories are allowed six to eight weeks to select up to 25 "hot" items that are desired immediately. Upon receiving the new depository's list of 25 "hot" items, LPS will manually annotate the warehouse bin selection printouts, a process requiring several hours of work. To hand-annotate the bin selection printouts for a new depository's entire item selection (rather than just the 25 "hot" items) would take from 12 to 35 hours.

The alternative is to input the new depository's selection into DDIS and have bin selection printouts produced every time a new library enters the Depository Program. If at first this appears feasible, consider that in the last update it took three weeks for the LPS staff to separate the bin selection printouts by item number, and then break them into zones. Hence, this procedure is too time consuming to perform for every new depository library.

What is our purpose in explaining this procedure by which new libraries are established in the depository system? It is not to suggest that we are satisfied with current delays and inconveniences to libraries. Nor is it to say that the process cannot be improved, for we are doing just that in some tangible and creative ways. Our purpose is to say that, at present, LPS is operating under certain systemic constraints which can only be eliminated completely with the advent of a more flexible, user-oriented, automated system. Depository librarians may be assured that while we are working to achieve an improved system, we will endeavor to provide the best service that can be offered under the existing system.

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AN-v4n16-10/83

What may appear to some as a cryptic code in the upper right hand corner of <u>Administrative Notes</u> for October, is a little helper suggested by some librarians who duplicate issues. It is designed to help them keep track of issues. It translates as: <u>Administrative Notes</u> - volume 4 number 16 - October 1983.

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LIBRARY PROGRAMS SERVICE DISTRIBUTION STATISTICS

The Library Programs Service distributed the following volume of materials during fiscal years 1978, 1979, 1980, 1981, 1982 and 1983.

Publications Mailed in Hardcopy

Fiscal Year	Titles	Copies
1978	32,142	12,928,901
* 1979	69,878	19,580,302
1980	34,234	9,395,283
1981	37,385	11,923,321
** 1982	15,849	7,023,392
1983	18,292	8,663,839

Publications Mailed in Microfiche

Fiscal Year	Titles	Copies
1978	4,045	1,544,755
1979	16,553	7,473,049
1980	24,438	10,651,385
1981	27,993	12,820,265
1982	27,974	13,686,010
*** 1983	43,850	21,748,730

* This high figure is due to the large backlog which was eliminated during this year.

** This low figure is due to the elimination of sending out 9,044 Congressional bills in paper.

*** This high figure is due to the filming and distribution of 10,304 Block Statistic maps in a microfilm format.

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